



MANAGING MEDICAL CONDITIONS POLICY

SLT Responsible Person: Safeguarding Assistant Headteacher

Date of Policy: June 2023

Date to be reviewed: June 2025

Approved by: Senior Leadership Team: 8 June 2023

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To be read in conjunction with:

Health and Safety Policy

Safeguarding and Child Protection Policy

SEND Policy

1. College Ethos

- The College is welcoming and supportive of students with medical conditions. It provides children with medical conditions with equal opportunities and access to activities (both College based and out-of-College) as other students. No child is denied admission or prevented from taking up a place in this College because arrangements for their medical condition have not been made.
- The College listens to, and values, the views of students and parents/carers.
- Students and parents/carers can be confident in the care and support they receive from this College and that the level of care meets their needs.
- Staff receive appropriate training to understand the medical conditions of students at the College, including when they are serious, may adversely affect a child's quality of life and/or impact on their ability and confidence.
- All staff understand their duty of care to children and young people and know what to do in the event of a medical emergency.
- The College understands that children with the same medical condition will not necessarily have the same needs and will provide care and support based on the individual needs of each child.
- The College recognises its duties as detailed in Section 100 of the Children and Families Act 2014. (Other related legislation is referenced in DfE guidance p21). Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, this College complies with their duties under that Act. Some children may also have Special Educational Needs (SEN) and may have an Education, Health and Care Plan (EHCP), which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the Special Educational Needs and Disability (SEND) code of practice and Policy.

2. Staff Responsibilities

- All College staff, including temporary or supply staff, are aware of the arrangements for the care of children with medical conditions at this College and understand their duty of care to students in an emergency.
- Staff receive appropriate training and guidance in what to do in an emergency.
- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at the College have an Individual Healthcare Plan (IHCP)¹, which explains what help they need in an emergency. The IHCP will accompany a student should they need to attend hospital. Parental permission will be sought and recorded in the IHCP for sharing the IHCP with emergency care settings and providers.
- The College makes sure that all staff providing support to a student have received appropriate training and ongoing support to ensure that they have confidence to provide the necessary support and that they can fulfil the requirements set out in the student's IHP. This training is provided by a suitably qualified healthcare professional or member of staff. Where appropriate, the qualifications of the healthcare professional will be requested by the College to confirm their competence to provide the training. The College keeps an up-to-date record of all medical training undertaken and by whom.

¹ An example template for an IHCP has been produced by DfE see Template A .

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

- This College has chosen to hold an emergency salbutamol inhaler for use by students who have been prescribed a reliever inhaler, and for whom parental consent for its use has been obtained (see Appendix 4 for further information).
- When a student needs to attend hospital, a member of staff (preferably known to the student) will accompany the child until a parent/carer arrives. Where necessary, this will include accompanying the child in an ambulance.

3. Administering medication (this section should be read in conjunction with Health and Safety Policy).

- The College understands the importance of medication being taken as prescribed and as detailed in the student's IHCP. Note that over-the-counter medication (i.e. paracetamol and hayfever relief) can be administered without prescription, where supplied in the original packaging and with written consent from parents/carers.
- Medication will only be administered when it would be detrimental to a child's health or College attendance not to do so and where it has been prescribed by a suitably qualified healthcare professional.
- The College will make sure that sufficient members of staff have been trained to administer medication and meet the care needs of an individual child. This will include sufficient members of staff to cover for absence and staff turnover and other contingencies.
- The Trust ensures that there is an appropriate level of insurance and liability cover in place.
- Only designated staff with appropriate training may administer medication other than emergency intervention.
- The College will not give medication to a child under 16 without a parent/carer's written consent, except in exceptional circumstances, and every effort will be made to encourage the student to involve their parent/carer.
- When administering any prescription medication, the member of staff will check the maximum dosage and when the previous dose was given. Parents/carers will be informed.
- The College will make sure that appropriately trained staff are available to accompany a student with a medical condition on an off-site visit, including visits which require overnight stays.
- Parents/carers must inform the College immediately if their child's needs change.
- If a student misuses their medication, or anyone else's, their parent/carer is informed as soon as possible. Where appropriate, the College's disciplinary procedures are followed.

4. Storage of medication and equipment.

- All staff are trained to understand what constitutes an emergency for an individual child. Emergency medication/equipment eg asthma inhalers, epi-pens etc are readily available wherever the child is in the College and on off-site activities. Unless there is a specific reason to do so, emergency medical equipment and medication is kept in an unlocked storage facility.
- Those students deemed competent by parents/carers and designated medical staff to carry their own medication/equipment with them will be identified and recorded through the student's IHCP, in agreement with parents/carers.

- Where appropriate, the College stores controlled drugs (required for medication) securely in a non-portable container, with only named staff having access. Only suitably trained staff may routinely administer a controlled drug to a student.
- The College ensures that all medication is stored safely and that students with medical conditions know where their medication is kept and have access to this as appropriate. Under no circumstances is medication ever stored in first aid boxes.
- The College only accepts (and administers) medication that is in date, labelled and in its original container with prescribing instructions for administration. The exception to this is insulin which, though it must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents/carers are required to provide new and in-date medication when appropriate and to ensure that the College has appropriate supplies of in-date medication as required by their child.
- The College disposes of needles and other sharps in line with the Health and Safety Policy. Sharps boxes are kept securely at College, and will accompany a child, where appropriate, on off-site visits. Bins are collected and disposed of in line with Health and Safety Policy and procedures.

5. Record keeping.

- As part of the College's admissions process and annual data collection exercise, parents/carers are routinely asked if their child has any medical conditions.
- The College uses an Individual Health Care Plan (IHCP) to record the support an individual student needs around their medical condition. The IHCP is developed with the student (where appropriate), parent/carer, appropriate member of College staff, specialist nurse (where appropriate) and relevant healthcare services. Where a child is on our SEN Record of Need but does not have an EHCP, their special educational needs are mentioned in their IHCP. This will be cross-referenced with the student's Learning Passport/Provision Map.
- Appendix 2 is used to identify and agree the support a child needs and the development of an IHCP.
- The College has a centralised register of IHCPs and an identified member of staff has the responsibility for this register.
- IHCPs are regularly reviewed, at least every year or sooner if the student's needs change.
- The student (where appropriate), parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHCP. Other College staff are made aware of and have access to the IHCP for the students in their care.
- The College makes sure that the student's confidentiality is protected.
- The College will seek permission from parents/carers before sharing any medical information with any other party.
- The College keeps an accurate record of all medication administered, including the dose, time, date and supervising member of staff.

6. Ensuring Inclusion

- The College is committed to providing a physical environment which is accessible to students with medical conditions, and students are consulted to ensure this accessibility. The College is also committed to an accessible physical environment for out-of-College activities.
- The College ensures the needs of students with medical conditions are appropriately considered to ensure their involvement in structured and unstructured activities, extended College activities and residential visits.
- All staff use appropriate opportunities, such as those which arise through the curriculum in PSHE, to raise awareness of medical conditions and to promote equality.
- The College understands the importance of all students taking part in off-site visits and physical activity, and that staff make reasonable and appropriate adjustments to such activities in order that they are accessible to all students. This includes out-of-College clubs and team sports. Risk assessments will be conducted as part of the College's planning process to take account of any additional controls required for individual student needs.
- The College understands that students should not be made to take part in activities if they are unwell. Staff are also aware of students who have been advised to avoid/take special precautions during physical activity, and the potential triggers for a student's medical condition when exercising and how to minimise these.

7. Supporting Attendance and Inclusion

- The College makes sure that students with medical conditions can participate fully in all aspects of the curriculum, and enjoy the same opportunities at College as any other child, and that appropriate adjustments and extra support are provided where required.
- Staff understand that frequent absences, or symptoms such as limited concentration and frequent tiredness, may be due to a student's medical condition.
- The College will ensure that students receive appropriate support if their absences relate to their ongoing medical condition.
- The College will refer students with medical conditions who are finding it difficult to keep up with their educational studies to the SENDCO, who will liaise with the student (where appropriate), parent/carer and the student's healthcare professional about what additional support or adaptations may be appropriate.
- The College carries out a risk assessment before any out-of-College visit, including work experience and educational placements (where applicable). The needs of students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

8. Reducing and Managing Risks.

- The College is committed to identifying and reducing triggers both at College and on out-of-College visits.
- College staff are given guidance and training (including appropriate information) on medical conditions, which include how to avoid/reduce exposure to common triggers.

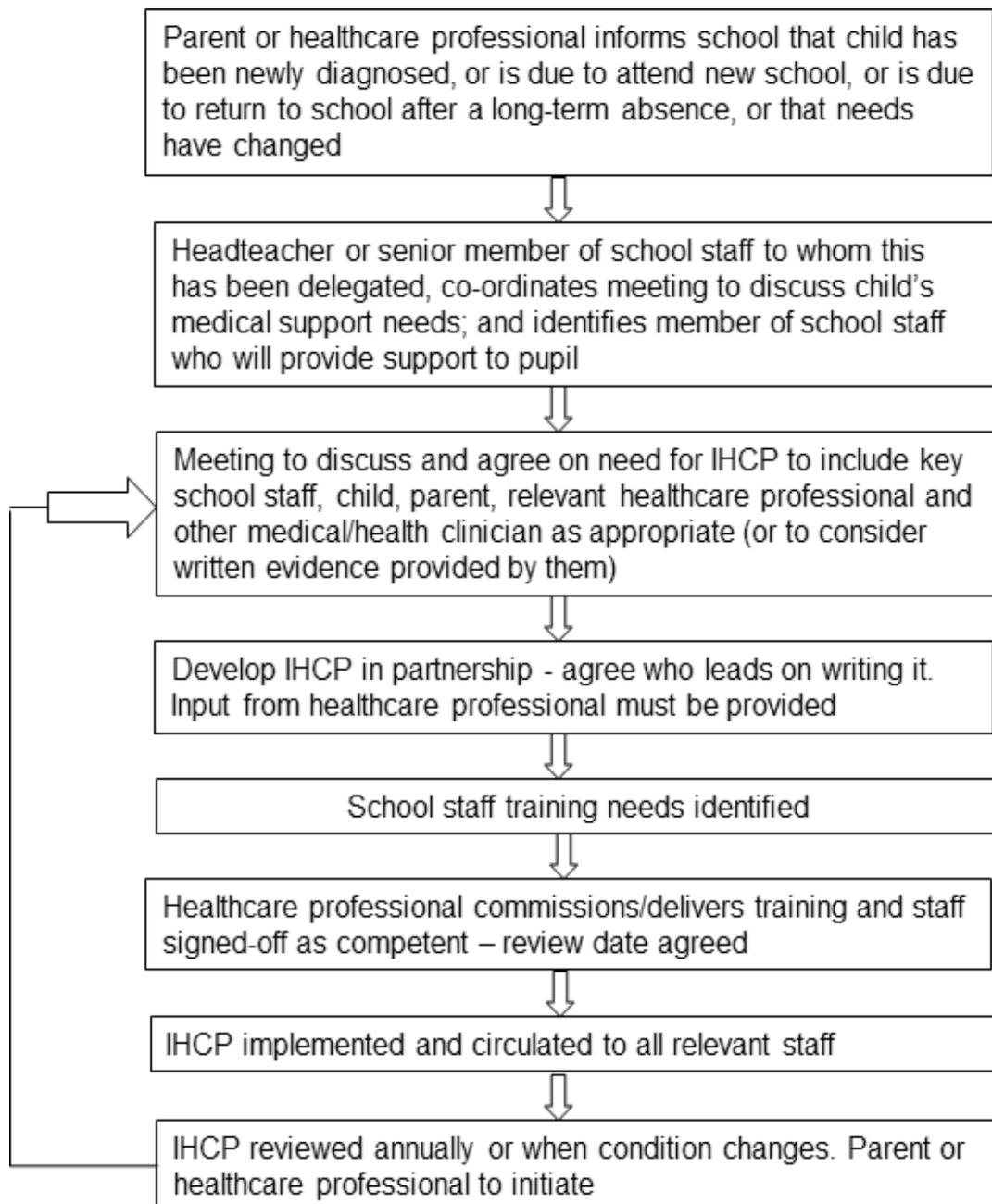
- The IHCP details an individual student's triggers, and details how to make sure the student remains safe throughout the whole College day, and on out-of-College activities. Risk assessments are carried out for all out-of-College activities, taking into account the needs of students with medical needs.
- The College reviews all medical emergencies and incidents to see how they could have been avoided, and will adapt procedures where appropriate in response to these reviews. Where the incident is serious, the Headteacher will ensure that appropriate advice is sought during this review.

9. Implementation of Policy.

- The College works in partnership with all relevant parties including the student (where appropriate), parent/carer, Governors, College staff, and healthcare professionals to ensure that the policy is implemented successfully.

Appendix 1

Model process for developing individual healthcare plans and template for IHCP



Individual Healthcare Plan

Name of school/college/setting

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Child's name

--

Group/class/form

--

Date of birth

--

Child's address

--

Medical diagnosis or condition

--

Date

--

Review date

--

Family Contact Information

Name

--

Relationship to child

--

Phone Number (Work)

--

Phone Number (Home)

--

Mobile Number

--

Name

--

Relationship to child

--

Phone Number (Work)

--

Phone Number (Home)

--

Mobile Number

--

Clinic/Hospital Contact

Name

--

Phone Number

--

GP

Name

--

Phone Number

--

Who is responsible for providing support in College

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra- indications, administered by/self-administered with/without supervision.

Daily care requirements.

Specific support for the student's educational, social and emotional needs.

Arrangements for College visits/trips etc.

Other information.

Describe what constitutes an emergency, and the action to take if this occurs.

Who is responsible in an emergency (*state if different for off-site activities*)?

Plan developed with.

Staff training needed/undertaken – who, what, when.

Form copied to.

Appendix 3

Roles and responsibilities

The Designated Safeguarding lead, Andrew Oates – will ensure that this policy is effectively implemented. This includes ensuring that all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation.

The Healthcare Champions, Hollie Shannon and Suzanne Wood – have a key role in ensuring that the College is taking appropriate steps to support children with medical conditions by producing and monitoring the IHCP and sharing with appropriate staff. They will support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. They will liaise with lead clinicians locally on appropriate support for the child and associated staff training needs.

Other healthcare professionals - including GPs, paediatricians, nurse specialists/community paediatric nurses – should notify the College and work jointly with the College when a child has been identified as having a medical condition that will require support at College. They may provide advice on developing healthcare plans.

Students with medical conditions will provide information about how their condition affects them. They will be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their Individual Healthcare Plan.

Parents/carers will provide the College with sufficient and up-to-date information about their child's medical needs. Parents/carers are key partners and will be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They will carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Staff will take into account the needs of students with medical conditions that they teach and work with by referring to the IHCP and making reasonable adjustments in line with the guidance included. They will receive sufficient and suitable training commensurate with their role and responsibilities. They will familiarise themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.

Appendix 4

The College has chosen to hold an emergency salbutamol inhaler for use by students who have been prescribed a reliever inhaler, and for whom written parental consent for its use has been obtained.

The protocol for the use of this inhaler is detailed below, following the Department of Health Guidance on the use of emergency salbutamol inhalers in schools.

<https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-schools>

The use, storage, care and disposal of the inhaler and spacers will follow the College's policy on supporting students with medical conditions. Specific guidance on storage and care is provided in the Department of Health Guidance on the use of emergency salbutamol inhalers in schools.

The College holds a register of children prescribed an inhaler, and this list is kept with the emergency inhaler.

Written parental consent is sought for the use of the emergency inhaler. Where consent is received, the use of the emergency inhaler will be included in the students' IHCP.

Parents/carers will be informed if their child has used the emergency inhaler.

Appropriate support and training has been provided in line with the College's policy on supporting students with medical conditions.